

## **Section II**

# **Guidelines and Requirements for Local Educational Agency Proposal**

Section II provides guidelines and requirements for LEAs applying for AB 75 funding. The State Board of Education will review and approve these applications. LEAs, by definition, include districts, charter schools, and county offices of education. The LEA proposal form is an online application. Attachment D is a sample of the online form.

## AB 75 – The Principal Training Program

### Section II – Guidelines & Requirements for Local Educational Agency Proposal

To receive incentive funding, a Local Educational Agency (LEA) must submit a program proposal to the SBE for approval. (Cit: 44512(a)). If the local educational agency, independently or together with a qualified provider, establishes and implements a well-designed plan for providing principal training under AB 75 that successfully meets or exceeds the criteria established by the State Board of Education, they will be approved and funded.

Proposal Components	AB 75 LEA Guidelines & Requirements LEA must...	AB 75 Required Assurances & Documentation LEA must submit for approval...
A. Program Description	<ul style="list-style-type: none"> <li>• Address all specifications of content for training and Follow-Up Practicum in paragraphs (1) to (6) of subdivision (a) of Section 44511.               <ol style="list-style-type: none"> <li>1. School financial and personnel management.</li> <li>2. Core academic standards.</li> <li>3. Curriculum frameworks and instructional materials aligned to the state academic standards.</li> <li>4. The use of assessment data from the Standardized Testing and Reporting Program, and school management technology to improve pupil performance.</li> <li>5. The provision of instructional leadership and management strategies regarding the use of instructional technology to improve pupil performance.</li> <li>6. Extension of the knowledge, skills, and abilities acquired in the preliminary administrative preparation program that is designed to strengthen the ability of administrators to serve all pupils in the school to which they are assigned.</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• Assurance that training program is aligned to content requirements and standards-based instructional materials in order to improve student achievement.</li> </ul>
B. Target Schools & Audiences	<ul style="list-style-type: none"> <li>• Give high priority admittance to principals from low-performing and hard-to-staff schools.</li> <li>• Designate the principals and vice principals who should participate (participation is not required for all principals and vice principals).</li> <li>• Require all participants to complete the minimum time requirements of the Institute training (80 hours) and the Follow-Up Practicum (80 hours) within a two-year period (Cit: 44512)).</li> </ul>	<ul style="list-style-type: none"> <li>• Assurance that “low performing schools” and “hard to staff” schools are given priority to receive training.</li> <li>• Guarantee that all participants will complete the minimum time requirements of the Institute training (80 hours) and the Follow-Up Practicum (80 hours) within a two year period.</li> </ul>
C. Expenditure Plan	<ul style="list-style-type: none"> <li>• Include a three-year expenditure plan, including provision for required cash match and ongoing follow-up training (Cit: 44512(a)).</li> <li>• Provide \$1000 cash match for every \$3000 received in incentive funding. Cash match may come from local, federal, or private sources. (Cit: 44514(a))</li> <li>• Maintain auditable fiscal records.</li> </ul>	<ul style="list-style-type: none"> <li>• Documentation of three-year budget to cover provisions for 80 hour Initial Institute and 80 hours of Follow-Up Practicum.</li> <li>• Documentation of cash match availability.</li> <li>• Documentation of fiscal records maintained.</li> </ul>

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D. Evaluation & Reporting	<ul style="list-style-type: none"> <li>Support CDE and SBE requirements to collect, track, and report on information needed for interim and final reports for submission to the legislature (Cit: 44516(a) (b)).</li> <li>Interim Report: <ul style="list-style-type: none"> <li>The number of principals and vice principals who received training.</li> <li>Entities that received funds for the purpose of offering training and number of principals and vice principals that each has trained.</li> <li>Comparison of the Academic Performance Index scores for schools within participating local education agencies for the year before the school's administrators received training and the first year after the school's administrators complete the training provided.</li> <li>Relevant data required to be included in the school accountability report card.</li> </ul> </li> <li>Final Report: <ul style="list-style-type: none"> <li>The number of principals and vice principals who received training.</li> <li>Entities that received funds for the purpose of offering training and number of principals and vice principals that each has trained.</li> <li>Information detailing the effectiveness of the program from survey data of program participants.</li> <li>Information detailing the retention rate of principals and vice principals who participated in the training program.</li> <li>Comparison of the Academic Performance Index scores for schools within participating local education agencies for the year before the school's administrators received training and for the second year after the school's administrators complete the training provided.</li> <li>Relevant data required to be included in the school accountability report card.</li> </ul> </li> <li>Provide a formal agreement between LEA and any provider(s), if applicable, with a plan detailing responsibilities, methods for collection, storage, and retention of required and evaluative data on training program (See Attachment A).</li> </ul>	<ul style="list-style-type: none"> <li>Assurance that will support CDE and SBE requirements for interim and final reports, including data collection and record retention.</li> <li>Assurance that formal agreements between LEA and provider(s), if applicable, have a plan detailing responsibilities, methods of collection, storage, and retention of required and evaluative data on training program (See Attachment A).</li> </ul>
E. Training Agreements & Partnerships	<ul style="list-style-type: none"> <li>Use only SBE approved providers for each module for initial Institute and Follow-Up Practicum (Cit: 44513 (B)).</li> <li>Provide plan to continue on-going professional development for principals after completion of AB 75 training program.</li> </ul>	<ul style="list-style-type: none"> <li>Assurance that only SBE approved provider(s) are hired for Institute and Follow-Up Practicum.</li> <li>Assurance that LEA will continue on-going professional development for principals after completion of AB 75 training program.</li> </ul>